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ABSTRACT

Indiana University of Pennsylvania provided a federally funded program at two area vocational technical schools (AVTSS) to alleviate the student dropout problem in northwest Pennsylvania. Two programs of different emphasis were arranged--a program for out-of-school youth aged 16 to 21 at Indiana County AVTS and a program for in-school growth at Greater Johnstown AVTS. The project was conducted from March through early June 1988, serving 90 youths. At the Greater Johnstown AVTS In-School Program, 84 youths were provided counseling services. The counselor initiated intervention assistance to students and parents and functioned as the students' advocate. Student attendance and academic performance improved. One student dropped out of school. There was an effective advisory committee and parent group of supporters. The Indiana County AVTS out-of-school program recruited 110 potential students; 16 were enrolled in 9 different vocational-technical areas of instruction. The program provided a counselor and hired a General Educational Development (GED) teacher. Students spent one-half day in a vocational shop and one-half day in GED instruction. Staff made home visits to ensure parental commitment and provided awards for attendance and achievement. Five students withdrew late in the program for job placement; 15 others were scheduled for the GED test. (Attachments include correspondence and forms used in the two programs.) (YLB)

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FINAL REPORT

FULL TIME VOCATIONAL EDUCATION PROGRAMS
FOR DROPOUTS

CONTRACT NO. 86-8032

ROBERT LAMPING

CENTER FOR VOCATIONAL PERSONNEL PREPARATION
INDIANA UNIVERSITY OF PENNSYLVANIA
INDIANA, PA 15705

JULY 29, 1988

PENNSYLVANIA DEPARTMENT OF EDUCATION
BUREAU OF VOCATIONAL AND ADULT EDUCATION
CURRICULUM AND PERSONNEL DEVELOPMENT SECTION

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ABSTRACT

FULL TIME VOCATIONAL EDUCATION PROGRAMS FOR DROPOUTS

Project No. 86-8032

Robert Lamping

\$59,730 Federal

Robert Paskowski

\$40,000 Non Federal

Center for Vocational Personnel Preparation

Reschini House

Indiana University of Pennsylvania

Indiana, PA 15705

Indiana University provided a federally funded program at two Area Vocational Technical Schools (AVTS) to help alleviate the lingering student drop-out problem in North West Pennsylvania. Two programs of different emphasis were arranged. A program for out-of-school youths, 16 to 21 years of age was provided at Indiana County AVTS. A program for in-school growth was provided at the Greater Johnstown AVTS.

Program Objectives

1. a. A vocational education program for high school "at risk" students who will drop out of school if not given an alternative education program with a strong emphasis on counseling and individual attention.
- b. A vocational education program for youth who have dropped out of school between the ages of 16 and 21 to re-enter a special full day vocational and General Education Development (GED) instruction and high school equivalency diploma examination; assistance in securing a job in the area of their training; and re-establish dignity and self worth.

2. To establish an Advisory Council to give advice and direction.
3. To provide an intervention system as per objective 1, in one area vocational-technical school, for drop-outs between the age of 16 and 21 and at one AVTS for "at risk" in-school high school youth.
4. To provide a professional advocate, hopefully a person trained as a rehabilitation counselor who will work with the student's parents, school and community personnel.
5. To provide a counseling support system unique to this population's needs.
6. To reduce youth unemployment and underemployment and provide trained workers at a time when a shortage of trained workers is approaching.

Outcomes

The project was conducted for three months from March through early June, 1988. Although a large number of youths were served (90) much was learned by those involved to be able to quickly proceed in the next school year. The original design of the project was to hire a rehabilitation counselor to provide the in-school and out-of-school programs in one AVTS.

With the advise of an advisory group it was recommended that the programs be separated and that high school counselors be employed. This was accommodated immediately in January of 1988.

At the Greater Johnstown AVTS In-School program, there were 84 in-school youth provided counseling services. The counselor initiated intervention assistance to students and parents, and effectively functioned as the student's advocate. Student attendance and academic performance improved. One (1) student dropped out of school. There was an effective advisory committee and parent group of supporters.

The out-of-school program offered at Indiana County AVTS was effective in recruiting 110 potential students and 16 were enrolled in nine different vocational-technical area of instruction. The program in addition to providing a counselor also hired a GED teacher. Students spent 1/2 day in a Vocational Shop and 1/2 day in General Education Development Instruction (GED). The staff made home visits to assure parental commitment. Awards for good attendance and achievement were provided.

Although the out-of-school program was in effect for only three months-- March to early June--a good beginning was accomplished in emphasizing job entry and job seeking skills and attitude development. Five (5) students withdrew late in the program for job placement and five students are scheduled to take the GED test for a High School Equivalency Diploma--while 10 others are scheduled for the summer months to take the GED Exam.

Parents and school professionals are very receptive to the drop out prevention programs and the community has been very receptive in having these two programs available. There have been several newspaper articles highlighting these programs. The need exists and hopefully funding can be acquired to continue this needed service to those caught up in these tragic circumstances.

Both projects were visited and supervised at least weekly by IUP project staff.

Audience

The projects are models for other University Vocational Personnel Preparation Centers and Area Vocational Schools to implement in part or in its entirety, these programs.

Center for Vocational Personnel Preparation

Indiana University of Pennsylvania

Indiana, PA 15705

FULL TIME VOCATIONAL EDUCATION PROGRAM FOR DROPOUTS

INTRODUCTION

Strategies must be implemented to redirect the lives of young people who prematurely and most often permanently cripple their futures by dropping out of school. Dropping out of school almost always diminishes the quality of a young persons life. The problem is of tremendous proportions and is devastating to the individual trapped in these circumstances. The economic consequences to the individual and community are of such magnitude that this project is an attempt to salvage those who are caught up in these circumstances.

ACKNOWLEDGMENTS

The program was developed and directed by the staff of the Indiana University of PA (IUP) Center for Vocational Personnel Preparation. A teacher and two counselors were employed by IUP but were stationed full time at two Area Vocational Technical Schools (AVTS).

1. Greater Johnstown AVTS

445 Schoolhouse Road, Johnstown, PA 15904

Vocational Director - Donald Thomas

Project Counselor - Dennis Williamson

This program provided services for In-School youth.

2. Indiana County AVTS

RD 3, Box 6A, Hamill Road, Indiana, PA 15701

Vocational Director - William Rupell

Program Counselor - James Shumaker

Program General Education Development Teacher (GED) -

Susan McCaffrey

This program provided services for out-of-school youth, ages 16 to 21.

3. IUP Project Coordinator - Robert Lamping

4. IUP Project liaison Person - Robert Paskowski

OBJECTIVES

Based on local and regional demographic and research information, there are a large number of "at risk" students who are in school and can readily be identified as potential drop outs or are out of school youth who dropped out of school. This project is designated to support their needs and to provide remedial support so that they can return to the norms expected for employment and economically capable of supporting a dignified adult life.

The following list of objectives guided the project as it was implemented.

Project Objectives

1. a. A vocational education program for high school "at risk" students who will drop out of school if not given an alternative education program with a strong emphasis on counseling and individual attention.
- b. A vocational education program for youth who have dropped out of school between the ages of 16 and 21 to re-enter a special full day vocational and General Education Development (GED) instruction and high school equivalency diploma examination; assistance in securing a job in

the area of their training; and re-establish dignity and self worth.

2. To establish an Advisory Council to give advice and direction.
3. To provide an intervention system, in one area vocational-technical school, for drop-outs between the age of 16 and 21.
4. To provide a professional advocate, hopefully a person trained as a rehabilitation counselor who will work with the student's parents, school and community personnel.
5. To provide a counseling support system unique to this population's needs.
6. To reduce youth unemployment and underemployment and provide trained workers at a time when a shortage of trained workers is approaching.

This project will meet societal and the individual needs.

The methods section will outline the procedure to accomplish the previously stated objectives. The format will be to restate each objective and describe the activities that were used to achieve it.

METHOD

Objective Number 1

1. a. A vocational education program for high school "at risk" students who will drop out of school if not given an alternative education program with a strong emphasis on counseling and individual attention.
- b. A vocational education program for youth who have dropped out of school between the ages of 16 and 21 to re-enter a special full day vocational and General Education Development (GED) instruction and high school equivalency diploma examination; assistance in securing a job in the area of their training; and re-establish dignity and self worth.

The original committed AVTS had difficulty in implementing the project in that they were unable to find and hire a rehabilitation counselor and the fact that they would need to have a two stage program--one for in school and another for out of school youths. At the advise of a committee the project was redesigned - separating the in school and out of school programs utilized two AVTSs and employing regular school counselors versus the rehabilitation counselor which was not available in the North West region of the state.

The in school program was conducted at the Greater Johnstown AVTS and the out of school program was conducted at the Indiana County AVTS. The project coordinator and liaison person met with each vocational director in January. The vocational directors immediately met with their sending school district Superintendent and the AVTS boards to secure approval which was immediately granted. It was agreed the project would begin March 1 through the end of the school term in early June. The schools immediately began the hiring process and recommended the individuals they wanted to IUP, who employed the staff of counselor for Greater Johnstown AVTS and a counselor and General Education and Development (GED) teacher for Indiana County AVTS.

These staff members were hired by IUP on February 24, 1988 and they began on this date as if they were full time employees at the AVTS under the direction of the AVTS director. They received supervision from IUP coordinator and project liaison person.

Budget allocations from IUP were made available to each AVTS on January 20, 1988. The following were employed February 24, 1988: Dennis Williamson - Counselor at Greater Johnstown AVTS, James Shumaker - Counselor at Indiana County AVTS, Susan McCaffrey - GED teacher at Indiana County AVTS.

The out-of-school program at Indiana County AVTS is called "SECOND CHANCE." In February, the program staff immediately began informing the community via radio and newspaper announcements. They also surveyed community agencies: Job service, military recruiting offices, Indiana County Board of Public Assistance, Tri-County Manpower Office, probation officers and ministers in addition to high school counselors and principals. One hundred ten prospects were available. Fifteen students were selected and began the program on March 14, 1988. A former shop was vacated and assigned as the projects primary area for GED, lunch, counseling center and recreation area.

Students were enrolled in the following technical areas of their choice:

Appliance Repair	2
Computer Service Tech	1
Food Service	2
Health Assistant	1
Machine Shop Tech	2
Marketing	2
Masonry	2
Metal Fabricating/Welding	2
Mine Equipment Maintenance	1

The program was scheduled for a full day with 1/2 day in shop and 1/2 day in GED instruction. Home visits were made by the counselor to encourage parental support. Recognition awards were made for achievement and good attendance. The out-of-school program at Indiana County AVTS was provided for three months and it was too short a period to determine the long term effects.

End of program summation indicates the following -

6 students remain for next year's program	37.5%
5 withdrew for jobs	31.25%
1 withdrew to have a child	6.25%
4 quit	25.0%

Report on GED Preparation

Five students are scheduled to take GED Exam this summer and 4 are expected to pass. Five students will carry over to next September for continued GED instruction.

Parental and community interests are strong and this project has been resubmitted for funding and will be ready for full implementation the first day of school in September, 1988.

The Greater Johnstown AVTS Project is titled the "WIN PROGRAM"--it was designed to accommodate in-school-"at risk" students. The primary purpose is to prevent potential dropouts from leaving school, via the utilization of various counseling intervention strategies for students and their parents.

The counselor served 84 students and only one of these students dropped out of school.

Recruitment of at risk in school students

A list of potential dropouts was collected from these sources:

- 1 - Absentee list - since absence from school has a high correlation with dropping out of school, all students missing 25 days were considered. Fifty-five were selected in this manner.
- 2 - Teacher Referrals - Referral forms were distributed to all teachers after a meeting was conducted to explain the program and its purpose. Twelve names

were selected in this manner for seniors who were having difficulties in academic subjects and in danger of not graduating.

3 - School Administration and Guidance Department: These sources provided an additional 17 students--many with family and discipline problems.

The program thus served 84 students with the highest priority applied to working with seniors - and the others were served in the normal process of their need.

Objective Number 2

2. To establish an Advisory Council to give advice and direction.

In January, 1988 each school assembled Superintendents from their sending school districts to give advise and direction prior to initiation of the project.

Indiana County AVTS continued the use of school Superintendents as their advisors while Greater Johnstown AVTS developed a committee as follows.

ADVISORY COUNCIL - Greater Johnstown AVTS

The in-school Advisory Council includes three members of the Guidance Department and the School Nurse. Regular Council meetings are conducted to review progress of the Program, to iron out problems and to keep communication lines open. Individual students' progress (or lack of) is discussed by the committee and new strategies are suggested. A larger support system has been established including University of Pittsburgh at Johnstown Professors, student intern and representatives from private youth agencies, Probation Bureau, and Children and Youth Services.

Objectives Number 3 and 4

3. To provide an intervention system in one area vocational-technical school, for drop-outs between the age of 16 and 21.
4. To provide a professional advocate, hopefully a person trained as a rehabilitation counselor who will work with the student's parents, school and community personnel.

The original concept of the project was to have one AVTS conduct an in school and out of school program and to employ a rehabilitation counselor. After a lengthy search the rehabilitation counselor was not available and the original committed AVTS lost interest in the project. After advice from and advisory committee - the project coordinator was advised to separate the programs and use two AVTSs and to hire school counselors in place of a rehabilitation counselor thus the program was redirected to the two AVTSs - Indiana County AVTS and Greater Johnstown AVTS.

The two schools made commitments in early January, 1988 - hired staff and began the program in mid February with staffing and student enrollments in March.

Objectives Number 5 and 6

5. To provide a counseling support system unique to this population's needs.
 6. To reduce youth unemployment and underemployment and provide trained workers at a time when a shortage of trained workers is approaching.
- This project will meet societal and the individual needs.

The two schools utilized experienced and well-trained counselors who were able to develop a trusting relationship with student sand in effect became their advocates, utilizing an intervention format as follows: After

some initial skepticism, most of the students seemed cooperative with styles of intervention and understood that the counselor was their advocate, and realized that the school was making efforts to help.

Intervention strategies:

1. Rapport Building and Information Gathering.

Each session usually begins with an explanation of why they were invited into the program and what the counseling role would be. A family diagram (genogram) was completed to provide counselors good knowledge of family dynamics.

2. Defining a Problem Statement.

The reasons why the student is at-risk or dropped out of high school is summarized in a problem statement that is mutually agreed upon.

3. Values Clarification Discussions.

As rapport builds, values clarification worksheets are used to intensify the counseling relationship.

4. Problem Resolution.

Using the problem statement as a guide, attempts are made to review the problem and to seek effective solutions.

All successful counseling efforts relative to the drop out requires a commitment from parents.

PARENTAL INVOLVEMENT

Since nearly all at-risk students have strained family relationships, enhancing parental involvement has been a major goal of the project. Ongoing communication with parents is important. As soon as a youth is referred,

his/her parent(s) are sent a letter to provide a description of the program and to encourage them to be an active participant. Upon completion of the initial intake interview with the student, the parent(s) is sent a follow-up letter indicating that services have begun and again elicits their feedback. In addition, a phone call is usually made. Growing parental involvement has been witnessed as a result of these attempts to engage parents into the program, to the point where a Parental Support Group is presently being planned and parents are calling for appointments.

Job placement was not an objective of the In-school program. Although job seeking skills were developed, the process of job placement was not an active process for the Greater Johnstown AVTS. Seniors were given assistance from their shop teachers and Coop Placement coordinator. Indiana County AVTS project dealt with out of school youth; due to the short duration of the program (3 months) it is difficult to ascertain the impact of the program on job placement. Although job-seeking skills and attitude adjustment was a constant emphasis - this may have had some relationship to the fact that 31% of Indiana County AVTS out of school youth were able to secure employment with less than three months of instruction and counseling. It cannot be determined if the program made a difference or whether employment opportunities improved in the community.

During the entire length of the program at least one and in most cases several visits were made to the two AVTSs by IUP staff responsible for the project.

PROJECT SUMMARY

Indiana University of Pennsylvania, Center for Vocational Personnel Development provided a Federally-funded program at two AVTSs to help alleviate the lingering and growing student drop-out problem in North West Pennsylvania. Two programs of different emphasis were provided. A program for out of school youth 16 to 21 years of age was conducted at Indiana County AVTS. The other provided intervention services for "at risk" in-school high school youth. This in-school program was conducted at the Greater Johnstown AVTS.

The project was conducted for three months--March through early June, 1988. Although a large number of youth (90) were served, much was learned by the staff involved to be able to quickly and immediately proceed in the next school year--hopefully these will be refunded.

A. Greater Johnstown In-School Program

There were 84 in-school youth provided services with an emphasis on seniors to assure their completion of high school. A counselor hired for the program provided intervention assistance to students and parents, and effectively functioned as their advocate. Student attendance and academic performance improved and only one student out of 84 dropped out of school. There was an effective parent group and advisory committee.

B. Indiana County AVTS Out-of-School Program

The out of school program offered at Indiana County AVTS was effective in recruiting 110 potential students and 16 students were enrolled and elected to attend nine different shop areas. The students spent 1/2 day in shop and 1/2 day in GED preparation. Counselor made home visits to assure parental commitment. Awards for good attendance and achievement were provided.

Although the program was in effect for only three months--March to early June--a good beginning was accomplished in job entry, job seeking and attitude development. Five students withdrew late in program for job placement. Five students are scheduled to take the GED test for a high school equivalency diploma and 10 others are scheduled for the summer months.

Both projects were visited and supervised at least weekly by the IUP project coordinator or liaison person.

C. Evaluation - Weaknesses & Strengths

Program Weaknesses

1. With the obvious late start in the school year (March 1) little intervention took place with at-risk youths until these programs began. Like most schools there is insufficient amounts of time and energy devoted to at-risk youth. With increasingly complicated patterns of family dynamics, more and more students are vulnerable to new forms of stress that take their toll on school attendance. This year's in-school program did not begin until a relatively high number of students had a serious absence problem. Next year the program will be able to address this issue from the beginning of the school year.
2. The lack of a teen parenting program with on-site child care, adds greatly to the pressures of in-school student mothers, making it more difficult to graduate, and participate as an out-of-school dropout program.

Strengths

1. Several students in the in-school program who would have dropped out have remained in school this year. Attendance has improved with several students who had been chronically absent.
2. There is now an awareness that Dropout Prevention Programs exist and that referrals can be easily made by teachers and other school personnel and by community agencies for out-of-school youth.
3. Parents have warmed to the concept of Dropout Prevention. By ongoing communication via letters/telephone and personal interviews, parents understand that they have an advocate at the two schools. There has been a steady increase in the number of parental phone calls. Parental interest is stronger than anticipated and a support group is being implemented.
4. These programs--in school and out of school dropout programs have been well accepted by the community and school staff.

SUMMARY STATEMENT

Although the two drop out programs developed late in the school year, effective strategies were implemented. Positive results in terms of keeping potential dropouts in school and improving attendance are evidenced. While the out-of-school programs had a similar experience or those returning as full time students has been noted. The potential for a large out of school population exists with at least 100 dropouts available and more could be added with more intensive recruitment efforts. These programs need to be expanded.

Funding for next year's programs is not guaranteed, but the projects are well established and ready to be fully implemented on the first day of school

in September, 1988 with a variety of mentor support systems and with increased parental involvement.

ATTACHMENTS

1. Greater Johnstown Area Vocational School
 - A. Teacher recommendation form
 - B. Parent Letter
 - C. Parent Letter Follow Up
 - D. Student Intake Form
2. Indiana County Area Vocational Technical School
 - E. Second chance - Notice to community & schools
 - F. Second Chance - Notice to community & schools
 - G. Second Chance - cover page to student forms
 - H. Student Emergency Health record
 - I. Student Application form
 - J. Student Release form
 - K. Memo to Parents
 - L. Memo to Parents, Page 2 - student contract form
 - M. Field Trip Form
 - N. Permission/Medical Form

445 Schoolhouse Road Johnstown, Pennsylvania 15904-2998 (814)266-6073

Dr. Gary Estadt
Chief School Administrator

The Greater Johnstown Area Vocational-Technical School has recently implemented a Dropout Prevention Program in cooperation with Indiana University of Pennsylvania. Dennis Williamson, M.Ed., has been hired to coordinate this project called the "WIN PROGRAM"

The project is expected to continue for at least two years with the obvious goal of discouraging potential dropouts from quitting school. The degree to which this program is successful is primarily dependent upon early identification of students exhibiting dropout symptoms. The ability of teachers to detect these symptoms is unquestioned.

It is, therefore, requested that each teacher be alert for potential dropouts and further, that such students be referred to the WIN PROGRAM through Dennis Williams via Pupil Personnel Services. (Additional forms are available)

It is the professional opinion of _____ Teachers Name
that _____ should be referred to the WIN PROGRAM as a
potential dropout. Students Name

My opinion is based on the fact(s) that this student is:

- () Absent excessively
- () Discouraged due to a lack of academic/vocational success
- () Experiencing difficulty as a result of financial hardship
- () Experiencing difficulty as a result of pregnancy
- () Experiencing behavioral difficulties
- () Needed at home

Date _____ Teachers Signature _____

Greater Johnstown Area Vocational Technical School
445 Schoolhouse Road Johnstown, Pennsylvania 15904-2998 (814)266-6073

Donald B. Thomas
Administrative Director

Dr. Gary Estadt
Chief School Administrator

March 15, 1988

Dear Parent:

I have recently been hired at Greater Johnstown Area Vocational Technical School as a Dropout Prevention Counselor. My job is to find students who are "potential" dropouts and to encourage them to stay in school.

Attendance figures indicate that your adolescent has missed more than 25 days of school this year. Since high absenteeism is usually related to dropouts, I will be meeting with your adolescent to discuss the situation.

I am also willing to meet with you to discuss related issues at your convenience in the privacy of your own home. As an experienced family counselor, perhaps I could help you and your family to better deal with school concerns.

Please feel free to call the school at (814) 266-6073 Extension 44 during school hours for additional information.

Thank you,



Dennis Williamson
Dropout Prevention Counselor

DW:mcdb

c

Greater Johnstown Area Vocational Technical School
445 Schoolhouse Road Johnstown, Pennsylvania 15904-2998 (814)266-6073

Donald B. Thomas
Administrative Director

Dr. Gary Estadt
Chief School Administrator

Date: _____

Dear _____:

As you know, your adolescent has been involved in our Win Program for Dropout Prevention here at Vo-Tech due to high absenteeism and/or other school problems.

This letter is to inform you that I have met with your adolescent in order to attempt to iron out school concerns.

Your cooperation in getting _____ to school every day is appreciated. If you have any questions or if you desire more information regarding the program, please feel free to call Dennis Williamson at (814) 266-6073 Extension 44.

Thank you,

Dennis Williamson
Dropout Prevention Counselor

DW:mdp

WIN PROGRAM

Intake Form

Intake Date _____

Referral Date _____

Student Name _____

Student # _____ DCB _____

Grade _____

Homeroom _____

Course _____ Sex _____

Parent's Name _____

Phone # _____

Address _____

Referral Source _____

Referral Reason _____

Additional Information:

SECOND CHANCE

AA TREN
M



FOR

HIGH SCHOOL DROPOUTS

VO-TECH

IUP

e



INDIANA COUNTY AREA VOCATIONAL-TECHNICAL SCHOOL

441 HAMILL ROAD • INDIANA, PENNSYLVANIA 15701 • (412) 349-6700

WILLIAM H. RUPELL
ADMINISTRATIVE DIRECTOR

JOHN J. JAHODA, COUNSELOR
ADMINISTRATIVE ASSISTANT

"SECOND CHANCE"

A new program under the direction of IUP is using the facilities of the Indiana County Area Vocational-Technical School located at 441 Hamill Road, Indiana, Pa. This program is designed for Indiana County High School Dropouts from ages 16 to 21. This will offer young people an opportunity to gain experience in one or more vo-tech areas, while they participate in preparatory classes for the GED. Our goal is to give these individuals a "Second Chance" to identify interests and abilities while he/she earns a high school equivalency diploma.

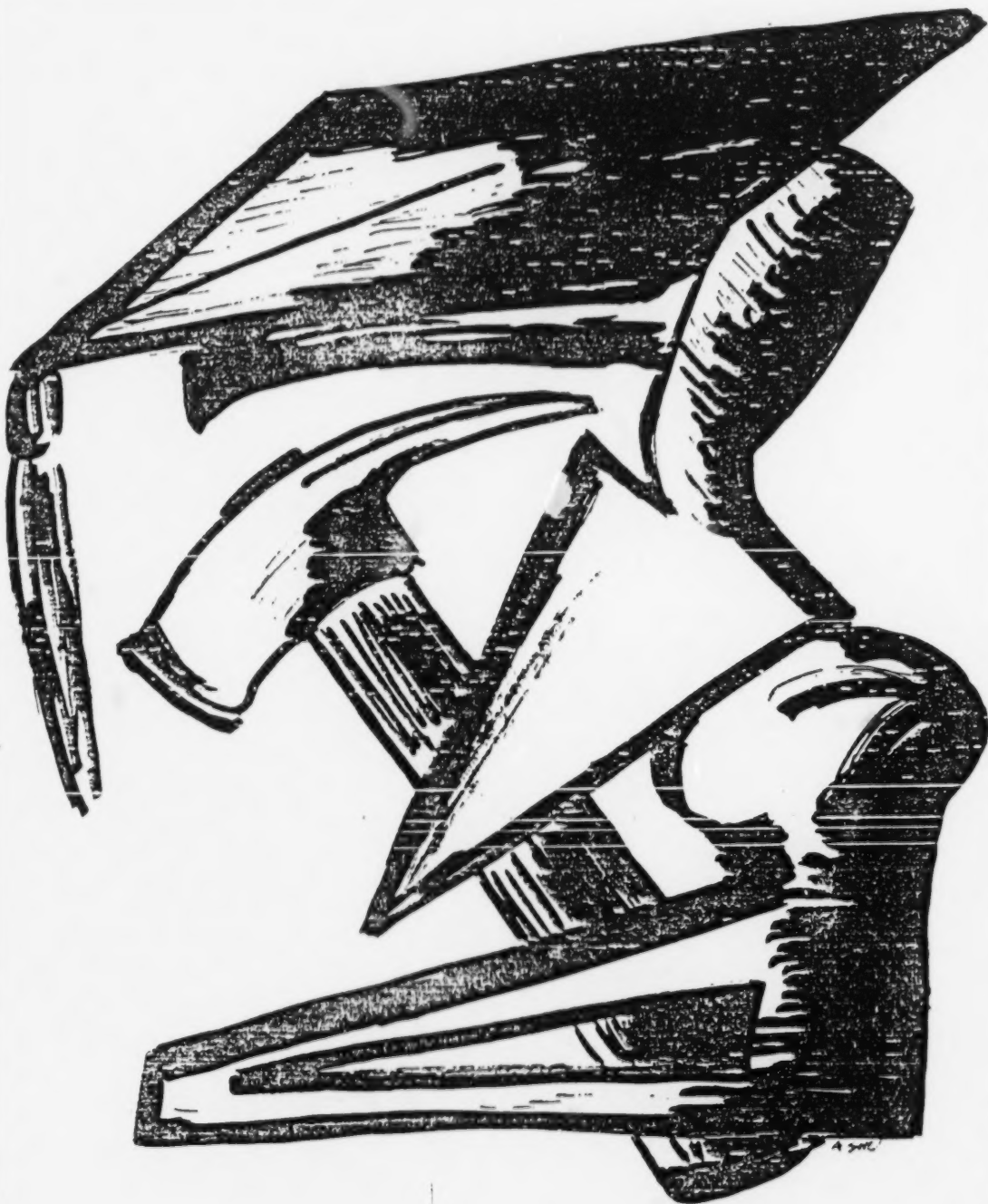
Daytime classes will begin in March, 1988. For further information concerning this program call Mr. Shumaker at (412) 349-6700 extension 107.

The Indiana County Area Vocational-Technical School is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex, handicap or age in its activities, programs or employment practices in accordance with federal and state statutes and regulations.

For more information regarding civil rights, grievance procedures, services, activities and facilities that are accessible to and usable by handicapped persons, contact John J. Jahoda, Title IX and Section 504 Coordinator at the ICAVTS, 441 Hamill Road, Indiana, Pa. 15701 (412) 349-6700 between the hours of 7:45 A.M. and 3:45 P.M.

second chance

INDIANA AREA VOCATIONAL TECHNICAL SCHOOL



IUP

INDIANA COUNTY VOCATIONAL-TECHNICAL SCHOOL
Student Emergency Health Record - Side I

Home School _____
Shop _____ Grade _____
Session _____ Age _____

Student's Name: _____ Birthdate: _____
Last First Middle

Current Home Address: _____
Street/Box City State Zip Home Phone

Father's Name: _____ Employer: _____ Phone: _____

Mother's Name: _____ Employer: _____ Phone: _____

Guardian's Name: _____ Employer: _____ Phone: _____

If unable to reach either parent or guardian call: _____ Phone: _____

Family Physician: _____ Phone: _____

Is student under medical care or treatment: _____ Presently: _____ Periodically: _____

Is student taking any prescribed medications? _____ Specify: _____

Please check on the line provided if the student has had any of the following. If checked, please describe in DETAIL on the lines at the end of this section.

- | | |
|--|---|
| 1. ☐ Visual problems | 6. ☐ Serious accidents/injuries |
| 2. ☐ Hearing/ear problems | 7. ☐ Reaction to drugs/medicines |
| 3. ☐ Emotional/nervous problems | 8. ☐ Disabilities/handicaps |
| 4. ☐ Recurring/chronic illness | 9. ☐ Operations (note date & type) |
| 5. ☐ Allergies | 10. ☐ Other physical/health problems |

Explanations of those checked: _____

STUDENT TRANSPORTATION APPLICATION

INDIANA COUNTY AREA VOCATIONAL-TECHNICAL SCHOOL

The Indiana County Area Vocational-Technical School assumes no responsibility for any student accident or injury incurred while enroute to or from the Vo-Tech School or while the driver and/or rider and vehicle are on school grounds. Responsibility lies with the driver and his/her parents or guardian. The driver may not have passengers without permits. (Fill out Part I for Driving Permit or Part II for Riding Permit. Also, complete personal information and signatures section.) Completed form must be returned to Vo-Tech Office.

Name _____ Shop _____
Home School _____ Home Phone _____

PART I**
DRIVING PERMIT ☐ Permanent ☐ Temporary

Make, model & license no. of vehicle _____

Date(s) driving _____

Reason for driving _____

Student rider(s) _____

Reason for rider(s) _____

****PART II****
RIDING PERMIT ☐ Permanent ☐ Temporary

Name of person student is riding with _____

Date(s) Riding _____

Reason for riding _____

SIGNATURES: _____ Date _____

Vo-Tech Official _____

Shop Instructor _____

Home School Official _____

Student _____

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INDIANA COUNTY AREA VOCATIONAL-TECHNICAL SCHOOL

441 HAMILL ROAD • INDIANA, PENNSYLVANIA 15701 • (412) 349-6700

WILLIAM H. RUPELL
ADMINISTRATIVE DIRECTOR

JOHN J. JAHODA, COUNSELOR
ADMINISTRATIVE ASSISTANT

"SECOND CHANCE" PROGRAM APPLICATION

Personal Information

NAME: _____ SOCIAL SECURITY #: _____

ADDRESS: _____

COUNTY: _____ PHONE #: _____ BIRTHDATE: _____

MARITAL STATUS: S M D W X NUMBER OF CHILDREN: _____ TODAY'S DATE: _____

EMPLOYED: YES/NO IF EMPLOYED, WHERE? _____

LAST GRADE COMPLETED: _____ HOW OLD WERE YOU WHEN YOU LEFT SCHOOL? _____

WHAT COURSE WERE YOU TAKING IN HIGH SCHOOL? SPEC. ED./ACADEMIC/BUSINESS/VOCATIONAL/OTHER

WHAT HIGH SCHOOL DID YOU ATTEND? _____ WHY DID YOU LEAVE HIGH SCHOOL? _____

SCHOOL DISTRICT IN WHICH YOU LIVE NOW: _____ DO YOU NEED CHILD CARE? _____

HOW DID YOU FIND OUT ABOUT THIS PROGRAM? _____

HAVE YOU EVER BEEN DIAGNOSED AS HAVING A LEARNING DISABILITY? YES/NO

DO YOU HAVE ANY OTHER COMMITMENTS WHICH MIGHT PREVENT YOU FROM SPENDING THE TIME
NECESSARY TO PASS THE GED TEST? YES ___ NO ___ IF YES, PLEASE EXPLAIN. _____

Student lives with:

Mother, only _____ Father, only _____ Both Parents _____ Grandparents _____

Mother, Stepfather _____ Father, Stepmother _____ Brother _____ Sister _____

Other (specify) _____

PARENT OR GUARDIAN

FATHER	Name _____	Employer _____	Address _____	Phone _____
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MOTHER	Name _____	Employer _____	Address _____	Phone _____
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Vo-Tech Choices:

#1 _____

#2 _____

#3 _____

Student's Signature

Date



INDIANA COUNTY AREA
VOCATIONAL-TECHNICAL SCHOOL

441 HAMILL ROAD • INDIANA, PENNSYLVANIA 15701 • (412) 349-6700

WILLIAM H. RUPELL
ADMINISTRATIVE DIRECTOR

JOHN J. JAHODA, COUNSELOR
ADMINISTRATIVE ASSISTANT

Release Form

As an applicant to the "Second Chance" (GED/Dropout) program,
I authorize the program coordinator to obtain my high school
scholastic/attendance records.

School _____

Address _____

Last date attended: _____

signature

date

INDIANA COUNTY AREA
VOCATIONAL-TECHNICAL SCHOOL

441 HAMILL ROAD • INDIANA, PENNSYLVANIA 15701 • (412) 349-6700

WILLIAM H. RUPELL
ADMINISTRATIVE DIRECTOR

JOHN J. JAHODA, COUNSELOR
ADMINISTRATIVE ASSISTANT

To: Parents of all Students
From: Indiana County Vocational-Technical School
Subject: Safety Agreements and Student Accident Insurance
Date: August 31, 1987

We are pleased that your son/daughter has selected Vocational Education as a major part of their career plans. This form of training is widely supported throughout our great country and those who are serious about a career usually do very well.

A very significant aspect of education must relate to safety, since the use of power driven tools and equipment is a major part of training for employment. Each teacher is required to prepare and enforce safety rules for the protection of all students and equipment. We are interested in accident prevention and establishing safe work habits that can last a lifetime.

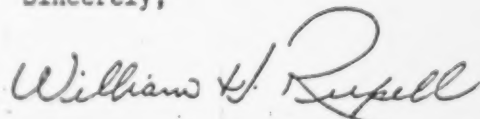
In order that this safety program can be successful, parents support, along with the student, should recognize that attitude and the seriousness of safety are vital. Each student must be self-disciplined in safety so as not to cause injury to themselves or others due to something they did or should have done. Horseplay, irregardless of how minor, can be a major contributor to injury, therefore, it is forbidden at all times everywhere on school property.

Indiana County Area Vo-Tech School does not carry insurance to cover injuries due to accidents. This coverage is available at each student's home school in the form of "student insurance" for a nominal fee.

Please take a few minutes with your son/daughter to complete the safety agreements and insurance information forms on the back side of this letter and return the completed form by the date indicated.

Thank you for helping us to help your child.

Sincerely,



William H. Rupell
Administrative Director

WHR:sw

INDIANA COUNTY AREA VOCATIONAL-TECHNICAL SCHOOL

AGREEMENT WITH THE STUDENT:

As a student at Vo-Tech, I realize I am responsible for wholehearted cooperation with all aspects of the safety program - including compliance with all rules and regulations - and for continuously practicing safety throughout the time spent at the school. If by neglect or willful intent I violate these rules, I realize I will be subjecting myself to full responsibility for the physical and financial consequences and also possible dismissal from the Indiana County Area Vo-Tech Program.

STUDENT'S SIGNATURE _____
DATE _____

SAFETY AGREEMENT WITH THE PARENTS:

I have read the Vo-Tech Administration's position stated above insisting on a SAFE environment to learn occupational skills. I will encourage my son/daughter to uphold these safety standards and cooperate with the school's safety efforts. I realize that failure to meet with these standards may result in my son/daughter being responsible for damage to equipment or personal injury to other students and possible dismissal from Indiana County Vo-Tech.

PARENTS'S SIGNATURE _____
DATE _____

INSURANCE INFORMATION AND PARENT LIABILITY AGREEMENT:

The Indiana County Area Vocational-Technical School does not provide insurance covering injuries to students nor insurance that pays for deductibles, co-insurance percentages, and other portions of accidents not otherwise covered by the parent's own insurance.

I/We the undersigned parent(s) or guardian(s) have read the statement above regarding accident insurance and: (sign appropriate line)

- (1) Carry insurance for my/our child and accept full responsibility for all expenses not covered by my insurance arising from any accident injury.

Signature of Agreement _____
(Parent/Guardian)

- (2) Do not carry accident insurance on my/our child and accept full responsibility for any expense arising from any accidental injuries.

Signature of Agreement _____
(Parent/Guardian)

Please sign and return by September 7, 1987. STUDENTS NOT RETURNING THE COMPLETED FORM BY THIS DATE WILL BE REMOVED FROM THE SHOP UNTIL A COMPLETED FORM IS TURNED IN.

ICAVTS IS AN EQUAL OPPORTUNITY EDUCATIONAL INSTITUTION AND WILL NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, OR HANDICAP IN ITS ACTIVITIES, PROGRAMS OR EMPLOYMENT PRACTICES AS REQUIRED BY TITLE VI, TITLE IX AND SECTION 504.

FOR INFORMATION REGARDING HANDICAPPED PERSONS, CIVIL RIGHTS OR GRIEVANCE PROCEDURES, CONTACT TITLE VI, TITLE IX AND SECTION 504 COORDINATOR AT 412-349-6700.

Indiana County Area Vocational-Technical School

EDUCATIONAL FIELD TRIP FORM

Part A - (1-9 To be completed and submitted to Director 10 days prior to trip date) If approved, this form will be returned for completion of Part B - 13-20

SECTION A

1. Department _____ Teacher _____
2. Date Form Submitted _____ Date of Trip _____
3. Place to be Visited _____
4. Address _____
5. Phone Number _____ Contact Person _____
6. Anticipated Time of Departure From Vo-Tech _____
7. Anticipated Time of Arrival Back _____
8. Purpose Of Activity (Be Specific) _____
9. What Students Are Involved (Group or Names) _____
10. Recommendations For Travel _____
11. Approximate one way mileage to field trip sight _____
12. Estimated Costs _____

SUBMIT TO DIRECTOR FOR TENTATIVE APPROVAL

Director's Signature of Tentative Approval _____

Upon tentative approval, a copy will be sent to the receptionist by the Director and FTS (Home School Notification form) will be processed by the school office. Upon home school approval, if needed, this form will be returned to the teacher for executing items 13-20.

FTS sent to home schools

Complete section B and re-submit.

SECTION B

13. Transportation arrangements completed with _____
14. _____ Special instructions to students on clothing, discipline, spending money, procedures, etc. have been developed and sent to parents
15. _____ Parental Permission slips/Medical information in teacher possession
16. _____ Parents notified as to purpose and details
17. _____ Office notified as to time of departure and arrival back to Vo-Tech
18. _____ Medical Liability Release Form in teacher possession
19. _____ If students are driving to school, a temporary driving permit was obtained
20. Teacher's Signature _____ Date _____

Final Approval _____ Not Approved _____

Director's Signature _____ Date _____

Superintendent's Approval _____ Date _____

DEJ:lw
rev. 2/24/84

COMMENTS:

INDIANA COUNTY AREA VOCATIONAL-TECHNICAL SCHOOL

N

IN-DISTRICT PARENTAL PERMISSION/MEDICAL FORM

Instructions: This form is to be completed by parent/guardian/independent student (18 years of age or designated independent by courts) for educational field trips within the school district.

Student's Name _____ Grade _____ Shop _____

Name of Parent/Guardian/Spouse _____

Home Address _____

Phone: Home _____ Work _____

Alternate Contact _____ Relationship _____

Address _____ Phone _____

Are there any medical conditions or medications to be taken that should be called to our attention? ☐ Yes ☐ No Describe _____

I grant, do not grant (circle one) permission for above named student to attend the

_____ field trip on _____
Shop Date

Parent/Guardian/Independent Student's Signature _____ Date _____

Each teacher will complete the following before sending to parents:
PURPOSE AND DETAILS ON FIELD TRIP FOR PARENT INFORMATION

llw:11/11/82